

Hover form fields for instructions.

Preliminary DRC Checklist

****All documents must be submitted by postal mail****

****A digital copy must be included****

Project name _____ Project address _____

- ☐ DRC application attached, signed, and notarized (only one original application is required)
- ☐ Check made payable to the City of Coral Springs or pay online at etrakit.coralsprings.gov
- ☐ Full descriptive narrative that details entire scope of work
- ☐ Ownership and Encumbrance Report
- ☐ Separate plan sheet identifying all aspects of LEED certification that will be implemented for this development
(Staff will provide a LEED checklist to facilitate this requirement.)
- ☐ Submit one (1) digital (PDF) copy or Four (4) 24"x36" hard copies of the items listed below.

Note:

- All sheets are required to be signed and sealed, and, if a hard copy, with each set stapled and folded.
- Site plans shall be dimensioned at 1"=20'. If the site is too large to place a 1"=20' site plan on one sheet, provide a master site plan at 1"=40' and match sheets at a scale of 1"=20'.
- A master site plan is required for all phased developments.
- Please see the Guide to Site Plan Submittal Requirements for detailed information on package contents.

If you are submitting hard copies, also include a CD with PDF copies of all submittal documents.

- | | |
|--|---|
| ☐ Cover sheet with location map | ☐ Floor plans |
| ☐ ATLA survey | ☐ Landscape plan (recommended) |
| ☐ Site plan | ☐ Existing tree survey (recommended) |
| ☐ Building elevations | ☐ Irrigation plans (recommended) |

Fees

Residential _____	# of units _____	+4.24 per unit _____	=Total _____
Non-residential _____	# of sq ft _____	+4.24 per 100 sf _____	=Total _____

Staff Only

Date stamp plans and application at submission

DRC case # _____ Date _____ Signature & date _____